

STATE OF CALIFORNIA



MEMO

**To: EXECUTIVE COMMITTEE
RAMON ALVAREZ C., CHAIR
KATHRYN DOI, MEMBER**

Date: October 6, 2017

From: DAWN K. KINDEL

Subject: DISCUSSION AND CONSIDERATION OF WHO WILL ATTEND THE OUT-OF-STATE TRIPS FOR THE 2nd HALF OF FISCAL YEAR 2017-2018 THAT WERE PREVIOUSLY APPROVED BY THE BOARD

BACKGROUND

At the January 18, 2017, General Board meeting, the Board members approved the following out-of-state travel plans for the second half of fiscal year 2017-2018.

- Travel to the National Automobile Dealers Association Convention and Expo for the Executive Director and one Board member. The convention will be held March 22-25, 2018, in Las Vegas, Nevada.

Following the January meeting, staff submitted a request for blanket budget approval of these trips. The request was denied.

In order to attend this convention, individual trip approval must now be submitted to the California State Transportation Agency and the Governor's Office.

RECOMMENDATION

It is recommended that the Executive Director, and one Board member attend this convention.

If you have any questions concerning this matter, please contact me at (916) 323-7201.